

ANNUAL REPORT OF A RESEARCH CENTER OR INSTITUTE

(If a question does not apply to your center/institute, indicate n/a)

1. Brief summary of major activities during the past year. <Enter response here.>
2. Names, titles, and organizational affiliations of persons serving on the center's advisory board (if applicable). <Enter response here.>
3. Dates of meetings of the center's advisory board and physical location of minutes. A statement on how the recommendations or concerns of the advisory board are being implemented or met (or were implemented or met) should be included. <Enter response here.>
4. Names of faculty members, staff, and/or students. <Enter response here.>
5. Names of undergraduate and graduate students and postdoctoral fellows directly contributing to the RCI who are on the RCI's payroll, participate through assistantships, fellowships, or traineeships, or are otherwise involved in the RCI's work. <Enter response here.>
6. Extent of student and faculty participation from other universities. <Enter response here.>
7. Extent of participation by industry and non-governmental organizations. <Enter response here.>
8. List of scholarly achievements. This list should include: (i) publications developed by the faculty in the RCI, including books, journal articles, and reports and reprints issued under its own covers, showing author and title; (ii) patents; (iii) performances; (iv) presentations; (v) workshops; and (vi) other scholarly achievements consistent with the RCI's mission. Attach as a separate appendix if appropriate.

<Enter response here, or indicate if this information will be delivered as an appendix.>
9. Statement outlining how the research activities of the RCI are consistent with generally accepted tenets of scholarship and standards of academic research (e.g., subject to peer review) and are in conformity with all applicable laws and regulations and with University policies. <Enter response here.>
10. Sources and amounts (on an annual basis) of income including grants, contracts, gifts, University support, service agreements, and income from sale of publications and other services. Attach as a separate appendix if appropriate.

<Enter response here, or indicate if this information will be delivered as an appendix.>
11. Expenditures from all sources of support funds, distinguishing use of funds for administrative support, direct research, and other specified uses. <Enter response here.>
12. Description and amount of space currently occupied. <Enter response here.>
13. Acquisition of equipment or other tangible assets of a permanent or semi-permanent nature with a value in excess of \$5,000. <Enter response here.>
14. Any other information deemed relevant to documentation of the RCI's achievements. <Enter response here.>

This document is to be submitted and signed using [DocuSign](#). See "C&I Forms Submission Instructions" on the Faculty Affairs Policy and Procedures webpage for routing instructions.

Signature Form

<Date>

Director of Center/Institute

<Date>

Dept. Chair/School Director

<Date>

Dean or VP

<Date>

Dean or VP (if needed)

<Date>

AVP Faculty Affairs

<Date>

Provost